



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

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Administrator

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Governor

DATE: June 17, 2011

TO: County Emergency Management Directors
Wisconsin Tribal Emergency Management Alliance

FROM: Roxanne K. Gray, State Hazard Mitigation Officer
Wisconsin Division of Emergency Management

SUBJECT: 2012 FEMA HAZARD MITIGATION ASSISTANCE PROGRAM GUIDANCE

- **Pre-Disaster Mitigation (PDM) Program**
- **Repetitive Flood Claims (RFC) Program**
- **Flood Mitigation Assistance (FMA) Program**
- **Severe Repetitive Loss (SRL) Program**

The Federal Emergency Management Agency (FEMA) has announced the application period for the 2012 Hazard Mitigation Assistance (HMA) Programs. The HMA Unified Guidance dated June 1, 2010, will apply to FFY 2012 funding cycle. The guidance is located at <http://www.fema.gov/government/grant/hma/index.shtm>. **Please forward this information on to your local governments.**

The guidance is applicable to the Fiscal Year 2012 (FY12) cycle of the PDM, FMA, RFC, and SRL programs. The programs are administered by Wisconsin Emergency Management.

HMA programs are subject to the availability of appropriation funding as well as any directive or restriction made with respect to such funds.

The objectives of the programs are to eliminate or reduce future disaster damages by funding long-term, permanent mitigation measures that solve a repetitive problem.

APPLICATION CYCLE

The PDM, FMA, RFC, and SRL application period opened on June 1, 2011. The State's application that includes all subapplications is due to FEMA on December 2, 2011 at 2:00 p.m.

In order for the State to submit the application by the required deadline, Wisconsin Emergency Management will need completed subapplications no later than **September 30, 2011**. This year, WEM will not accept any applications submitted after this date. If a jurisdiction intends to submit an application, WEM asks the jurisdiction to submit the attached Intent to Submit Subapplication Form no later than **July 15, 2011**.

The timelines below are specific for applications for **PDM, FMA, RFC, and SRL**:

- Guidance Release – June 1, 2011;
- Notice of Intent to Submit Subapplication due to WEM– July 15, 2011
- Subapplications due to WEM - September 30, 2011;
- State's application due to FEMA – December 2, 2011;
- FEMA Eligibility and Completeness Review begins – December 2, 2011;
- National Evaluation and National Technical Review – January 2012 to March 2012; and
- Selection for Further Review – March to April 2012.

The **HMGP** application deadline is associated with each specific Presidential major disaster declaration date and is not part of the annual application period.

APPLICATION PROCESS

Applications for **PDM, FMA, RFC, and SRL** are processed through the *eGrants* system. The *eGrants* system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Subapplicants can access *eGrants* at <https://portal.fema.gov>. Subapplicants will need to contact this office to receive a subgrant user access code and register on the site if they aren't previously registered.

After the subgrantee submits the e-Grant application, this office will review and process the application. Subapplicants will have to provide an original and two copies of any paper supporting documentation that cannot be electronically attached to the e-Grants application.

The *eGrants* application has been streamlined to cut out redundancies and improve the overall flow of the questions. **NOTE: The new application will not be ready in *eGrants* until mid-July.**

ELIGIBILITY

All subapplicants to the **PDM, FMA, and SRL** for mitigation project application must have a FEMA-approved hazard mitigation plan by the application deadline and at the time of obligation of grant funds. The **RFC** program does not currently have a requirement for a local hazard mitigation plan. There is no local hazard mitigation plan requirement for any HMA program if the subapplicant is applying for a planning subgrant.

In addition, 44 CFR Part 201.6 and 201.7 requires that an approved plan be reviewed, evaluated, and revised; adopted; and approved by FEMA every five years. Eligible subapplicants may apply to the PDM Program for a planning grant to develop an all hazards mitigation plan or update an existing plan to meet the five-year requirement.

Counties or local governments whose plan may expire within the next two years are strongly encouraged to apply for a planning grant to update a plan. Information regarding all hazard mitigation planning can be downloaded from FEMA's website at <http://www.fema.gov/plan/mitplanning/index.shtm>.

PROGRAM REQUIREMENTS

If you plan on submitting a subapplication, you must read the guidance. Part III D outlines the general program requirements applicable to each HMA program. Eligible and ineligible activities are listed on pages 11 through 18.

PART VIII of the HMA guidance has additional program guidance unique to each program.

PART IX has additional project guidance for unique requirements for certain projects.

Both the Wildfire Mitigation Policy (MRR-2-08-1) and Hazard Mitigation Assistance for Safe Rooms Policy (MRR-2-09-1) have been issued by FEMA and included in this guidance in Part IX B and Part IX C, respectively.

SUBMISSION REQUIREMENTS

While review processes vary somewhat among HMA programs, WEM and FEMA review all applications for:

- ◆ Eligibility and completeness;
- ◆ Cost effectiveness;
- ◆ Engineering feasibility and effectiveness; and
- ◆ Environmental and Historic Preservation compliance.

One of the most critical components of the application will be a detailed scope of work (SOW). Part IV H.1 describes what the SOW will include to identify the eligible mitigation activity, as described in Part III D.1; describes what will be accomplished; and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail in order to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period.

FEMA has developed sample SOWs to assist Applicants and subapplicants applying for funding under HMA programs for several project types. Resources for developing SOWs are available from the FEMA Library and are listed in Part X C. Project applications not

including adequate description and documentation will be less competitive, or removed from consideration.

WISCONSIN EMERGENCY MANAGEMENT (WEM) RESOURCES

Eligible subapplicants are strongly encouraged to apply for mitigation grant funds. Given the considerable work required to complete and process a mitigation application, **subapplicants must submit a Notice of Intent to Submit Subapplication Form by July 15, 2011 to determine if the proposed project is eligible and feasible under program guidelines.** In addition, the form will provide staff information on the number and types of applications expected so that we can adequately plan for any technical assistance that may be required for completing the applications. Proposed projects must be consistent with the goals and objectives of the State of Wisconsin Hazard Mitigation Plan, and the approved local hazard mitigation plan for the jurisdiction in which the activity is located.

All projects must be cost-effective, environmentally sound, and identify other alternatives considered. All projects will be required to pass the Benefit Cost Analysis. Credible documentation will be required for the BCA. Applications submitted without the required documentation will not be accepted.

Again, please share this information with the eligible jurisdictions within your county that may be interested in applying for mitigation grant funds.

If you have any questions, need additional information or assistance, please contact me at 608-242-3211; or Lynsey Kawski, Disaster Response and Recovery Planner at 608-242-3222.

Enclosures: Intent to Submit Subapplication Form

cc Regional Emergency Management Directors
Regional Planning Commissions
Wisconsin Hazard Mitigation Team